

SOUTH DAKOTA HMEP

Training Grant Application Guide

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### **Compliance**

The Local Emergency Planning Committees of the county in which the applicant is located must be active and in compliance with Section 301-303 of SARA Title III and SDCL 34A-12-23 in order for the applicant to receive grant funds under the Hazardous Materials Emergency Preparedness (HMEP) program. The LEPC may be asked to complete a Statement of Compliance confirming compliance with Sections 301-303 and SDCL 34A-12-23. All grants awarded shall comply with 49 CFR Part 110: Interagency Hazardous Materials: Public Sector Training and Planning Grants; Final Rule.

### **Eligible Applicants**

All organizations supporting public sector employees or volunteers. This includes ambulance services, hospitals, fire departments, law enforcement agencies, emergency management agencies, public works agencies, or any other agency that serves public sector employees.

### **Eligible Training Projects and Expenses**

The following are eligible projects under HMEP; however, all projects must fall into project categories submitted under the South Dakota HMEP grant application:

- Training for public sector employees (volunteer or career) to respond safely and efficiently to accidents and incidents involving hazardous materials, including those involving transportation.
- Training for public officials who are not responders, but who perform activities associated with emergency response plans developed under the Emergency Planning and Community Right-to-Know Act (EPCRA).
- Training audience assessment to determine the number of public sector employees employed or used by a political subdivision that needs the proposed training.
- Delivery of comprehensive preparedness and response training to public sector employees to include: design and delivery of preparedness and response training to meet specialized needs; student and instructor course materials and manuals; student tuition, travel, and per diem costs; instructor costs; training facility rental; and equipment rental necessary to deliver an approved course.

- One set of demonstration equipment for training props, not including computer hardware and software, may be purchased with the approval of the Office of Emergency Management and USDOT.
- Training by a person and activities necessary to monitor such training including examinations, critiques, and instructor evaluations.
- Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.
- Additional activities the South Dakota Office of Emergency Management and USDOT deems appropriate to implement the scope of work for the proposed project and approved in the grant.
- Equipment rental and purchase of supplies will be allowed, depending on the reasonableness of the proposal.
- Other hazardous materials training courses as defined in Attachment 1 of this grant package.

Training project categories as set out in the South Dakota HMEP grant applications are as follows:

Level 1 (Awareness)  
 Level 2 (Operations)  
 Specialized (Level 3, Level 4, and Level 5)  
 Out-of-State Training  
 Jurisdiction Unique Training

### **Non-Eligible Expenses**

- Equipment purchases, including computer hardware and software. One set of demonstration equipment for training props, not including computer hardware and software, may be purchased with the approval of the Office of Emergency Management and USDOT.
- For participation in exercises, personnel expenses, overtime, travel, and per diem will not be allowable expenses. Equipment rental and purchase of supplies will be allowed, depending on the reasonableness of the proposal.
- Time and fringe benefits of employees and the use of equipment or facilities owned by the agency or jurisdiction receiving the training. These expenses may be used to as a soft match of funds required under this grant application.
- Food and beverages for consumption during the class.

### **Completion of Application and Signatures**

All information in the training grant proposal must be completed as completely and accurately as possible. All applications must contain the signature of the authorized official of the applying agency certifying that the information in the application is correct.

### **Grant Amounts**

Grant amounts awarded will be based upon reasonable rates as determined by the Office of Emergency Management and USDOT. The following will apply for travel reimbursement.

Airfare - Lowest coach rate based on advanced booking.

Lodging - In-State - \$60.00 per day plus tax maximum, based on actual expenditure.

Out-of-State - Reasonable rates -\$150.00 (maximum plus tax)

| <u>Per Diem</u> - | In-State       | Out-of-State   |
|-------------------|----------------|----------------|
| Breakfast         | \$ 5.00        | \$ 8.00        |
| Lunch             | \$ 9.00        | \$11.00        |
| Dinner            | <u>\$12.00</u> | <u>\$17.00</u> |
| TOTAL             | \$26.00        | \$36.00        |

NO TRAVEL, LODGING, OR PER DIEM COSTS WILL BE PAID FOR ANYONE RESIDING WITHIN 40 MILES OF THE TRAINING SITE.

All other amounts under this grant shall be based upon reasonable costs. The South Dakota Office of Emergency Management and USDOT shall verify approval of reasonable costs. Local jurisdictions must verify the purchase of supplies and equipment with these agencies before purchasing to assure reimbursement of costs.

### **Number of Participants**

Training projects must target a minimum of 15-20 participants. Maximum participation shall be based upon budget constraints and the instructor's limitations. Training grant application will be considered for projects with less than 20 participants when circumstances dictate.

### **Consultant Contracts**

Consultant contracts must be made through all of the terms as specified in a State of South Dakota Consultant Contract. The Director of the South Dakota Office of Emergency Management must sign all consultant contracts.

### **Local Jurisdiction Match of Grant Funds**

Local jurisdictions must supply a match of 20 % of the total project cost. For example, if the amount of project funds required is \$100, the local jurisdiction match is \$20 and the grant applied for is \$80. Another way of stating this is that the match is 25 % of the grant award.

The easiest match for a training grant is the salary of the students while in class. If the students are volunteers their estimated hourly rate from their regular job may be used. Other hard and soft matches may be used. Please see the Allowable Match document on the OEM Forms page under hazmat for more details. None of the match can be from federal funds from another source. It must come from local sources.

### **Records and Receipts Required for Reimbursement**

1. An approved curriculum and qualified instructor. See these specifications on the OEM Forms page under Hazmat.
2. An attendance roster including match calculation.
3. Completed HMEP invoice form received with contract packet.
4. Original receipts and copies of official records for all eligible expenditures as stipulated in the contract between SD-OEM and the consultant.

### **Flow of Funds**

All funds awarded under this grant application will be on a reimbursement basis. Funds must be expended out of the local jurisdiction's budget and reimbursement will be made upon the submission of receipts and records to the Office of Emergency Management. Flow of funds will be as follows:

1. Applicant expends funds for eligible project and expenses.
2. Applicant submits records and receipts for expenses incurred to the South Dakota Office of Emergency Management (SD-OEM).
3. SD-OEM verifies expenses.
4. Reimbursement is received by SD-OEM and sent to applicant.
5. All grant applications and expenditures are subject to audit by the Office of Emergency Management and USDOT.

### **Questions?**

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